
DLA ADMINISTRATIVE SUPPORT CENTER

POSITIONS: GS-334/1102/1103/1150/1910-7
(Promotion Potential to GS-11)
Defense Contract Management District International (DCMDI)
DCMDI Intern Program Center
Positions and locations are listed below

JOA# 242-97SB
OPENING DATE: July 2, 1997
CLOSING DATE: OPEN UNTIL FILLED*
FIRST CUT-OFF: JULY 9, 1997

***Applications must be postmarked by the cut-off date shown above. Applications postmarked by the cut-off date indicated above will receive first consideration. Additional cut-off dates will be established as applications are received. All applicants will be notified of final results after selection for the positions has been completed.**

Positions	Locations
GS-334, Computer Specialist	Baltimore, MD; Pittsfield, MA
GS-1102, Contract Administrator	Indianapolis, IN; Nashua, NH; Stratford, CT; Seattle, WA; Orlando, FL; Burlington, MA; Camden, NJ; San Antonio, TX; Manassas, VA; Bloomington, MN; Santa Ana, CA; Chicago, IL; San Diego, CA; East Hartford, CT; Van Nuys, CA; Denver, CO; St. Louis, MO; Tucson, AZ
GS-1103, Industrial Property Management Specialist	Long Beach, CA; Dallas, TX
GS-1150, Industrial Specialist	Milwaukee, WI; St. Louis, MO; Pittsburgh, PA; Philadelphia, PA
GS-1910, Quality Assurance Specialist	San Antonio, TX; Wichita, KS; San Diego, CA; Stratford, CT; Burlington, MA; Homestead, FL

AREA OF CONSIDERATION: Outstanding Scholars and Displaced Federal Employees Eligible for Consideration Under the Interagency Career Transition Assistance Program

APPOINTMENT CRITERIA: Applicants must meet one of the following criteria:

- Be a college graduate with a grade point average of 3.5 or higher on a 4.0 scale for all undergraduate courses completed toward a bachelor's degree
- Have graduated in the upper 10% of a baccalaureate graduating class (or a major university subdivision such as the

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JOB DESCRIPTION AND DEGREE REQUIREMENTS: Selectees for these positions will enter a 3-4 year program in one of the career fields listed below. A description of the work performed and the degree requirements follow:

- GS-334, Computer Specialist - Performs contract administration services of software development to include source selection, process evaluation, and product acceptance for major weapon systems (Degree in Computer Science, Information Systems, Mathematics, Statistics, or Engineering)
- GS-1102, Contract Administrator - Administers contracts to ensure compliance with the contracts, to determine the reasonableness of and to negotiate claims, resolve dispute and other problems, and negotiate (Degree with 24 hours in one of the following disciplines: accounting, business finance, economics, law, organization and management, purchasing, contracting, industrial management, or quantitative methods)
- GS-1103, Industrial Property Management Specialist - Administers contract provisions relating to control of government property in the possession of contractors from acquisition through disposition (Degree in business administration, accounting, law, marketing, statistics, production management, or industrial management)
- GS-1150, Industrial Specialist - Monitors and analyzes a contractor's manufacturing processes to ensure that products will be delivered on time (Degree in business administration, industrial management or engineering)
- GS-1910, Quality Assurance Specialist - Performs, administers, or advises on work concerned with assuring the quality of products required and used by the Federal Government (Degree in quality assurance, statistics, mathematics, production management, industrial management, computer science, engineering technology, physical sciences, or textiles)

ADDITIONAL INFORMATION:

- Application packages/related forms transmitted by facsimile equipment will not be accepted.
- Selection for this position is subject to restrictions resulting from Department of Defense Referral for Displaced Employees.
- Applications will be accepted from eligible, well qualified displaced employees with appropriate notice of separation. To be considered well qualified, applicants must meet all qualification and eligibility requirements; selective factors, where applicable; and all knowledge, skills, and abilities required for the positions.
- Male applicants born after December 31, 1959, are required to complete a Pre-Employment Certificate for Selective Service registration prior to appointment. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal of appointment.
- The Intern Program provides promotion opportunity to target position without further competition when selectee is eligible and recommended by management.
- Some positions may require access to classified documents and therefore require a personal security investigation be adjudicated for security eligibility on a preappointment basis.
- Selectees for this position may be required to undergo a urinalysis test to screen for illegal drug use prior to appointment and periodically thereafter.
- Selectees will be asked to sign a mobility agreement.
- Permanent Change of Station (PCS) will not be authorized.

HOW TO APPLY:

Applicants may choose any of the following written application formats:

- OF 612, Application for Federal Employment

•SF 171, Application for Federal Employment

•Resume - Certain information is required to be included on resumes. These requirements are specified on OF 510, Applying for Federal Job. The form may be obtained from Federal personnel offices, Office of Personnel Management, and State Employment Agencies

Applicants must submit an official college transcript showing all credits including transfer credit. If you are basing your eligibility on graduating in the top 10% of your class, you must submit an official statement, either by college transcript or on the college's letterhead showing your class standing.

For eligible displaced employees, you must submit the following: A copy of your RIF Separation Notice For displaced employees, OR Certification of Expected Separation or other documentation identifying you as surplus; evidence of full performance level of current position; a copy of your most recent (within 18 months) performance appraisal; a copy of your most recent SF-50, Notification of Personnel Action, documenting reassignment eligibility.

NOTE: If you are applying for more than one occupation and/or a position with different locations identified, you must submit a complete application package for each occupation and/or location. Applications submitted for more than one (or all) geographic locations will be considered only for the first location indicated or the location closest to the applicant's residence if no specific geographic location is specified. Applications submitted for more than one (or all) occupations will be considered only for one occupation.

WHERE TO APPLY:

Please submit the application package to:

Defense Logistics Agency
DLA Administrative Support Center
8725 John J. Kingman Road, Suite 0119
Fort Belvoir, VA 22060-6220

ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, LAWFUL, POLITICAL AFFILIATION, MARITAL STATUS, UNION MEMBERSHIP, OR NONDISQUALIFYING PHYSICAL OR MENTAL DISABILITIES.

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